

Gleason Public Library

Minutes of the Trustees' Meeting

Date: Thursday, September 25, 2008

Present: Angela Mollet, Priscilla Stevens, Dale Ryder and Ann Rosas

Meeting began at 9:45 am

Executive Session:

The Trustees met in Executive Session to finalize and sign Angela Mollet's employee evaluation. Final copies will be delivered to Town Hall. Angela joined the meeting at this point.

National Register status for the Gleason Library:

Dale has done some research but we still have to figure out advantages vs disadvantages of applying for National Register status for the Gleason Public Library. Suggestion made to talk to other libraries or other buildings that have this status. This may be able to be done in conjunction with the Building Restoration Committee work.

Angela will check which libraries in Massachusetts are on the National Register, she will look into the availability of grant money from the Mass Historic Commission. Dale will call some of the libraries on the Historic Register and get their opinion about the application process and the results of their gaining this status.

A question was raised, would National Register status allow access to local (Carlisle Historic Commission) or state level help with funding for future building repair/needs?

Review of Summer 2008:

Shortening of Patron hours: Some comments received on shortened hours when change took place. The change to a later opening on Mondays seemed to create the most negative comments by patrons. Some staff commented that now they have fewer hours to do the same amount of work. Next year the library is looking at 0% increase in funding, the staffing levels are currently low, so Angela warned that the library may have to close more hours next year to deal with loss in budget.

Dale suggested that the trustees invite Tim Hult and Alan Carpenito, from the Carlisle Selectmen, to the November Trustees meeting to give them an overview of the current library budget situation.

Housekeeping Items:

1. Dale will ask the Boy Scouts about their availability for leaf removal and check with CCHS for community service hours for this service. Anyone helping would need to bring their own rakes and gloves.
2. The TOGAzine project for teens was underwhelmingly staffed since more teens seemed to be away this summer than usual. Angela will return a little bit of the money to the grantor.
3. The Reader's Advisory Grant was awarded to the library. This will allow the library to hire 2 Carlisle residents as Readers in Residence. They will receive a small stipend for their time.

Long Range Planning:

The current long range plan expires in 2010 so it is time to begin discussion of development for a new long-range plan. Trustees felt they should begin the process in the Fall of 2009, Angela will update the dates on her calendar and report back to the trustees.

Community input for the previous long-range plan was done in June, this time around we should try another season to see if we have different responses from the community.

Equal Access Grant:

All of the \$5000 from this grant was spent. The furniture for the teen space is arriving in October. There is a \$6800 shortfall in the teen furniture budget, can the trustees allocate funds for this? The trustees oversee a gift fund with a balance of about \$17,000, this account collects no interest. The Endowment trustees oversee the Endowment, and a discussion was held about the use of gift fund vs endowment fund for the funding of the balance of the teen furniture.

A motion was made and seconded to pay \$3400 from the gift fund and \$3400 from the Endowment to fund the balance of the teen furniture budget. The vote was passed unanimously.

Susan Zielinski Memorial Fund:

Susan, a former Carlisle resident, recently died. Her family spoke with Angela about creating a memorial fund that would fund science-related programming for children. This fund will exist as part of the Endowment. Several donation checks have arrived already. Angela and Marty are discussing some programming possibilities for this money.

Teen space ribbon cutting:

A discussion was held about having a ribbon-cutting ceremony to announce the opening of the updated teen space. A Friday afternoon in November from 3 to 5 pm was suggested, to be held after the update has been finished.

Carlisle Community Read:

Ann Rosas updated the trustees on the schedule for the January 2009 Community Read.

Endowment Committee:

The Endowment Committee has not met for awhile, Priscilla suggested a meeting be scheduled this fall. She will coordinate with Ann Quenin, from the Friends of the Library, about her availability for this meeting.

What is an Enhancement?

Priscilla introduced this discussion, by defining “enhancement”, the trustees will help define funding sources for any enhancements. Library programs seem always to be enhancements, but with other requests, should the trustees decide enhancements on a case by case basis? A sticky situation may arise when trustees are asked to fund operational items, i.e. hours open to the public, items that have always been publicly funded. The Westford library had a private fundraising campaign to raise the money it costs for them to open on Sundays.

Proposed Link of Library sewer to Town Wastewater treatment plant:

Priscilla reported on a meeting she attended with the Board of Health where it was discussed linking the library and Village Court's sewer system to the town wastewater treatment plant. The town plant can handle more volume than is currently being accessed and the additional volume from the library or other sources would help the plant work more efficiently.

Gleason's current septic system is old and will need repair, it is an item on the long term capital repair list. Connecting with the town system could help Gleason out in the short term yet if library were to expand in the future this would be impacted. The impact of connection construction would need to be assessed as well. The trustees feel favorable to the linking of the sewer system but would want to see plans as this goes forward.

Resale of library books:

A local bookdealer approached Ann Rosas at the Friends' book sale and offered to resell library books throughout the year, as a source of income for the library. The trustees have to approve the discard or resale of library materials. Angela feels that it would be 'cleaner' to have the Friends of the Library be the organization that oversees any book sales/resales.

Next Meeting:

The next trustees meeting is set for Tuesday, October 21st at 7:00pm, following an Endowment Trustees Meeting.

This meeting was adjourned at 11:05 am

Respectfully submitted,

Ann Rosas, Secretary